

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

**\*CAREER OPPORTUNITY\***

Vacancy Announcement: 01-40  
Closing Date: **Open Until Filled**



**Automation Support Specialist II**

Salary Range: CL 25-26 \$29,031 - \$47,190\*

\*Depending Upon Qualifications And Experience

The United States District Court has an opening for the position of **Automation Support Specialist II at the Central Islip Courthouse.**

**MAJOR RESPONSIBILITIES:**

Installing personal computer and network related hardware and software.

Providing support with personal computer and network software, including identifying problems, documenting, resolving and communicating solutions to users.

Providing telephone user support and assistance on all applications.

Assisting in the development of procedures and standards for data entry.

Preparation and revision of documentation for local network programs.

**ELIGIBILITY REQUIREMENTS:**

College grad with one year of hands-on experience with PCs in a professional environment required. Experience in Novell-based local area network software and equipment installation, configuration, and first-line maintenance required. Knowledge of DOS, UNIX, and WordPerfect preferred. The ability to work with others, flexibility and interpersonal skills are essential. Programming skills a plus.

**APPLICANT INFORMATION:**

Interested applicants should submit a cover letter and current resume to: **Personnel Office (Vacancy Announcement 01-40)**, at 225 Cadman Plaza East, Brooklyn, NY 11201.

The United States District Court for the Eastern District of New York is an Equal Opportunity Employer.